

# COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



## FINANCE DEPARTMENT PURCHASING DIVISION

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March 21, 2023

### Addendum No. One

#### Assessment Entity for Promotional Testing Services for CPD (Annual Contract)

RFP No. 23-0025

Use the form provided in the solicitation to acknowledge receipt of this addendum. Failure to do so may result in your submittal being deemed non-responsive and not receiving further consideration for award.

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

#### A. City's response to requests for clarification

1. Question: "Would the City please consider reissuing page 28 of the RFP, Cost Proposal, with a separate line for the Annual Fixed Fee for each of the three ranks of (1) Sergeant, (2) Lieutenant and (3) Captain, together with the number of candidates for each of the three ranks on which an Assessment Entity should base its price?"

*We respectfully make this request since (1) the scope of services is different for each of the three ranks and (2) an Assessment Entity cannot make a responsive and responsible proposal without knowing the number of candidates for each rank on which the pricing should be based?"*

Response: Assessments/exams for the ranks of Lieutenant and Captain are done in the same year at the same time. Per the General Specifications, page 13, Section I. Introduction of the RFP, *'The testing services will be used each year, alternating between Sergeant (Year 1), Lieutenant/Captain (Year 2), Sergeant (Year 3), etc.'*

Lieutenant and Captain should be listed on the same line together. Assessments/exams for these two ranks, which should take place at the same time, has an exam for Lieutenants and then an assessment center for both. While the assessment center may be slightly different, depending on the rank, that additional cost could be figured in the line for Lieutenant and Captain.



**The Cost Proposal, page 27 of the RFP, states the number of candidates for each of the three ranks shall not exceed 100 per assessment/per year. Generally, there are probably as many or more Sergeant candidates compared to Lieutenant and Captain combined. Further, Sergeant has an exam then assessment center.**

**The Cost Proposal (Form 6) has been revised to reflect the changes as stated above in our response (i.e., it will not separate all three ranks, but separates Sergeant and Lieutenant/Captain. Please use the *REVISED COST PROPOSAL (FORM 6-REV)* when submitting your proposal.**

Andrea J. McCorvey  
Purchasing Manager

***REVISED***  
**COST PROPOSAL**  
**ASSESSMENT ENTITY FOR PROMOTIONAL  
TESTING SERVICES FOR CPD (ANNUAL CONTRACT)**  
**RFP No. 23-0025**

Upon receipt of contract acceptance, the undersigned (as bidder) hereby agrees to furnish, to the Columbus Consolidated Government, goods and/or services in accordance with the specifications and instructions herein attached which are known to and understood by the bidder.

Description	Cost
Annual Fixed Fee – Sergeant	\$
Annual Fixed Fee – Lieutenant/Captain	\$

*The above price includes all services and related materials as described in the specifications. The number of officers being assessed shall not exceed 100 per assessment/per year.*

\_\_\_\_\_  
Company Name

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_  
Print Name Title of Authorized Signatory Date